

MACOMB COUNTY COMMUNITY MENTAL HEALTH NOTICE OF IMPLEMENTATION OF MCO POLICY

DATE: September 18, 2014

TO: MCCMH Staff and Direct Operated Network Providers

FROM: Kimberly Cope
Policy/Legal Compliance Coordinator

RE: MCCMH MCO Policy Revisions

Brief description of revisions:

<p>MCCMH MCO Policy 10-040</p>	<p><u>Definitions</u></p> <ul style="list-style-type: none"> • Removed definition of and references to Administrative Leave • Included new definitions for Release time, MCCMH Program, Employee Initiated Conference/Training Attendance Request, Employee or Staff, and Training <p><u>Standards</u></p> <ul style="list-style-type: none"> • Included a standard for Out-of-State travel <p><u>Procedures</u></p> <ul style="list-style-type: none"> • Procedures section updated to include Employee Initiated Conference Request, Program Initiated Conference Request, and MCCMH Administration initiated conference Request • Require itemized, validated receipts for all requested reimbursement expenses • Require written mileage documentation (i.e. Mapquest, etc.) for all requested mileage reimbursement expenses • Clarify personal commuting expenses (travel between home and main place of employment) are not reimbursable • Documentation of conference attendance kept at site location and training department <p><u>Exhibits</u></p> <ul style="list-style-type: none"> • Updated Exhibit A to include Request Initiated by Employee; updated format • Updated Exhibit B to remove Time of Day and Odometer Reading sections; updated format <p><u>General</u></p> <ul style="list-style-type: none"> • Updated format of policy
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